



G-2 (1/97) 92K

Renewal Recipient

Cal Grant

Reference Manual

1997-98
Academic Year

Please read and retain for reference.

You are responsible for complying with all policies and procedures in this manual.



Grant Services Branch

P.O. Box 510621
Sacramento, CA 94245-0621
(916) 445-0880

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This manual contains important information on the use and retention of your Cal Grant award. You are responsible for all of the materials contained within. Please read this guide and retain it for future reference.

When writing the Student Aid Commission, please include your name, Social Security number, phone number and address. Obtain a U.S. Postal Service Certificate of Mailing. Retain a copy of your letter to verify mailing by any appropriate deadlines.

General and Appeal Mailing Address

California Student Aid Commission (CSAC)
Grant Services Branch
Attn: Appeals Unit
P.O. Box 510845
Sacramento, CA 94245-0845

Form and Information Correction Mailing Address

California Student Aid Commission (CSAC)
Grant Services Branch
Attn: Operations Unit
P.O. Box 510621
Sacramento, CA 94245-0621

If you change your permanent mailing address, you must immediately inform the Commission's Operations Unit. The Commission is not responsible for mail not received from or by you. Please forward your mail if you are away from your permanent address.

Telephone/FAX

(916) 445-0880; FAX (916) 327-6599

Hours

Monday through Friday, 8:30 a.m.- 4:55 p.m., Thursday, 9:00 a.m. - 4:55 p.m. (The Commission cannot accept collect calls).

Internet Access

<http://www.csac.ca.gov>
E-mail: custsvcs@csac.ca.gov

General Information

Your Cal Grant is subject to the conditions outlined in this reference manual. Your award amount will reflect 1997-98 state budget appropriations. Your award amount is also subject to revision based upon the information you provided on your Free Application for Federal Student Aid (FAFSA). You must comply with all the instructions in this manual. Failure to do so may result in withdrawal of your grant and a requirement that you repay your grant funds. If you have questions not covered by this manual, contact the Commission by phone or at the general mailing address.

If your Cal Grant award is withdrawn for any reason during the 1997-98 academic year, the award will not be renewed for the 1998-99 academic year. You may, however, apply as a new applicant for any future academic year. To apply as a new applicant, you must file a FAFSA and GPA Verification Form or test scores by the March 2 deadline.

School Changes/Other Corrections

- 1. School change:** You must notify the Commission immediately, in writing, or on the Recipient Change Form if you do not attend the school listed on your renewal letter. Be sure to include the effective date of the school change. The new school must be eligible to participate in the Cal Grant program. Contact your financial aid office or the FAFSA processor at 1-800-4-FEDAID for instructions on forwarding FAFSA information to your new school.

NOTE: Your financial need will be reevaluated if you change your school choice or residence plans. If your expenses are reduced because of a change, your grant may be withdrawn. *Under no circumstances can payment be made to two schools for the same or overlapping terms.*

- 2. Name or address change:** You must notify the Commission immediately if your name or address is different from the one on your renewal letter or on other Commission correspondence you receive.

- 3. Social Security Number:** If the Social Security number printed on your letter is not correct, submit a copy of your Social Security card so we may make corrections on our system.
- 4. Less than half-time:** If you fall below half-time enrollment at any time, you must inform the Commission immediately. See the section on Leaves of Absence.
- 5. Withdrawal:** If you wish to decline a Cal Grant, use the Recipient Change Form. Your withdrawal discontinues your eligibility for this school year and is irrevocable. Contact the Commission if you have any questions on declining your award. Declining a Cal Grant will not affect your eligibility to compete for future awards.

Failure to properly notify the Commission of your correct school, less than half-time attendance status, name, address, or phone number changes may cause your award to be withdrawn.

Additional Awards

You must notify the campus financial aid office immediately if you receive awards from other sources. If your combined awards reduce your estimated need, the Commission may reduce or withdraw your Cal Grant.

Requirements of All Cal Grant Programs

Cal Grant recipients must:

- Be a resident of California.
- Be a U.S. citizen, permanent resident, eligible non-citizen, or have an INS status which legally allows you to establish domicile in California.
- Enroll in and attend an eligible California school in 1997-98.
- Have financial need at an eligible California school.
- Maintain no less than half-time enrollment.
- Not be in default on a student loan or owe a grant repayment.
- Not have a bachelor's or higher degree (e.g. M.A.) or the equivalent.

- Maintain satisfactory academic progress as defined by the school.

The Commission will withdraw your Cal Grant if you do not meet these criteria.

Additional Requirements

You must make satisfactory academic progress (as defined by your school) to receive your Cal Grant. Should your school report that you have failed to maintain satisfactory academic progress, your award will be suspended. If you do not clear your academic status within three consecutive semesters or four consecutive academic quarters, your Cal Grant will be withdrawn.

Use of a Cal Grant

Cal Grants may be used only for educational program expenses leading directly to an undergraduate degree or vocational training program objective, or the undergraduate coursework portion of a professional degree for which no baccalaureate degree is awarded. Extension and continuing education programs not participating in the federal financial aid programs are not Cal Grant eligible. Tuition/fee grants may only be used to pay tuition and fees.

Program Eligibility

The total terms of payment a Cal Grant recipient can receive is called a recipient's program eligibility. Program eligibility is based on the recipient's school verified education level during the term for which they first receive payment. Program eligibility is measured by the Commission as a percentage of a full-time academic year of payment. One academic year of payment, or 100% program eligibility, is the equivalent of two full-time semesters or three full-time quarters of payment. A first-time freshman would receive 400% (four years) of program eligibility, whereas a sophomore would receive 300%. Each term for which the Commission records payment reduces the student's program eligibility. Regardless of their amount of program eligibility, a recipient must meet all other financial, academic and program requirements.

To set a student's program eligibility, the Commission is required to verify the education level of Cal Grant A recipients with prior college attendance, and new Cal Grant B recipients transferring from a community college to a four-year school (Special Cal Grant B). Students who believe their initial educational level was incorrectly stated by their school can have the school send a correction in writing or on a Commission G-21 form.

Payment of Awards

Cal Grant payment amounts vary based on financial need, enrollment level, school cost, maximum authorized award levels and the availability of state funds. Payment advances are made to the school to be disbursed to eligible students. Community college fees are not paid.

Cal Grant award amounts are based on full-time attendance for one academic year. If enrolled less than full-time, the award may be reduced. Awards at year-round schools are paid over 11 or 12 months.

In 1996-97, renewal Cal Grant A tuition awards varied from \$100 to \$5,250 at independent schools and colleges, \$100 to \$3,799 at the University of California (UC) and \$100 to \$1,584 at the California State University (CSU).

Renewal Cal Grant B subsistence awards ranged from \$700 to \$1,410 (maximum). If applicable, Cal Grant B tuition/fee awards are the same as for Cal Grant A. Cal Grant B award amounts quoted by your school may be a combination of a subsistence award and a tuition/fee award.

Renewal Cal Grant C awards pay up to \$2,360 for tuition and fees and up to \$530 for tools, books and supplies. These amounts include a books and supplies awards and a tuition/fee award.

Payments for Summer Attendance

If you plan to enroll in non-mandatory summer courses for the Summer of 1998 and wish to receive Cal Grant funds you must notify the Commission's Grant Services Branch in writing no later than May 30, 1998. We will notify you if funds become available for summer

awards. Please include your name, address and Social Security number, and the name of the school you plan to attend.

Summer Cal Grant payment amounts are based on the regular school year grant and may not meet all summer tuition/fee charges. Summer payments will reduce your total program eligibility for Cal Grant benefits. You must be enrolled at least half-time to be eligible for summer payment.

If you cannot attend a required mandatory summer term, you or your school must request a leave of absence. Otherwise, your grant will be withdrawn.

Leave of Absence Policy

Cal Grant recipients who are not enrolled at least half-time at an eligible school must request a leave of absence from the Cal Grant program. If you do not notify the Commission directly of your absence from the Cal Grant program, your award will be withdrawn. If your school reports partial or full payment for a term for which you eventually request a leave of absence, your program eligibility will be reduced.

You may obtain total leave time from the program for no more than one academic year as defined by your school. In exceptional situations, extensions may be granted on an appeal basis only. Leaves may be requested by filing a Grant Record Change Form for Students (G-10). The G-10 can be obtained from your school, directly from the Commission, or by downloading it from the Commission's World Wide Website. You may also ask your school to report a leave of absence on your behalf.

If you enlist in the United States Armed Forces, including the Coast Guard, you may have your Cal Grant deferred for up to three years. Please request this deferment in writing.

Renewal of Cal Grant Awards

Near the end of each school year, you will be sent a letter indicating your eligibility to renew your award or announcing the end of your Cal Grant eligibility. If you are eligible to renew, all 1997-98 terms must be accounted for by either having received payment or by

requesting a leave of absence. Commission records must reflect all payments and leave of absence activity. If you do not meet this requirement by September 30, 1998, your Cal Grant will be withdrawn.

Loan Default/Grant Repayment

California law prohibits the payment of Cal Grants to any individual who has failed to repay a federal or state grant if required, or who has previously defaulted on a student loan and has not made satisfactory arrangements. The Commission requires six consecutive and satisfactory monthly payments toward any defaulted student loan to reestablish eligibility. Consecutive means one voluntary payment each month for six months and satisfactory means paying the amount due on the due date. You must continue to make satisfactory payments to maintain eligibility for financial aid. If payments stop, you permanently lose eligibility for further financial aid.

Your grant will be withdrawn if it is determined after activation that you owe a grant refund or are in default on a loan for which you have not made satisfactory repayment arrangements.

Fifth Year Benefits

Recipients enrolled in mandatory five-year undergraduate programs (such as architecture, engineering, etc.) which require all participants to complete more than four years of undergraduate study are eligible to apply for an additional year of payment. In order to receive these benefits, you must submit a Request for Cal Grant Fifth Year Benefits Form (G-42), which is available from your campus financial aid office or the Commission. In addition, you must file a 1996-97 Free Application for Federal Student Aid (FAFSA) listing your school as a recipient of the information. This enables your school to determine your eligibility for a grant in the event your request is approved.

Teaching Credential Program

Renewal recipients who complete a bachelor's degree and plan to enroll in a teacher preparation program at an institution approved by the California Commission on Teacher Credentialing can receive one extra academic year of payment.

To receive this additional grant assistance, you must have received your bachelor's degree. If you have applied for and/or received your preliminary teaching credential, you are not eligible to apply. You must submit a Request for Cal Grant Teaching Credential Program Benefits Form (G-44) available at your school or from the Commission and enroll in an approved teaching credential program within 15 months of the earlier of receiving a Bachelor's degree or exhausting regular Cal Grant benefits. Payment of your grant is subject to school verification that you are enrolled in an approved credential program.

Additional financial aid is available for students pursuing teaching careers through the Assumption Program of Loans for Education (APLE). For further information, call (916) 322-2294.

Cal Grant Appeal Process

If your grant is withdrawn or you wish to dispute your grant status, you may appeal your status to the Commission. Upon written request, the Commission will perform a thorough review of your appeal and provide a written response of the outcome. To appeal the status of your application, you must submit a written request prior to any deadline given in any correspondence to you.

Any changes you may wish to report in your financial situation should be made to your school. Possible corrections might include using 1997 parental income projections or 1996 income or asset revisions affecting your eligibility for federal or institutional aid. If appropriate, your campus financial aid office can report full or partial payment of your grant to the Commission. No financial change requests received directly from a student will be considered.

Grant status appeals should be mailed to the "appeals" address provided at the beginning of the manual.